

Behavior Management Policy

Below is the printed policy as state in our Summer Camp Brochure.

Behavior Management

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. The City of Raleigh Parks and Recreation Department supports and practices the following procedures for behavior problems:

1. Initially, participants will be given a quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions.
3. If behavior problems continue after implementation of the Behavior Action Plan, a first Incident Report will be presented to the parent/guardian.
4. Additional behavior problems will constitute a second Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur. (No refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to the parent/guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.
5. If a behavior problem persists, a third Incident Report will be presented and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the incident reports are being reviewed.
6. For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. Any of the above mentioned behaviors may result in immediate suspension or expulsion from program.
7. Participants will not be disciplined in camp for behavior that occurred outside of camp hours, even at parental requests.
8. Participation in camp activities during program hours is required.

Behavior Management Model Information

The Behavior Management Committee has developed behavior management models which reinforce positive behavior as resources for program sites. Any models not developed by the committee must be approved by the full-time program/site supervisor before implementation.

Acceptable Discipline Techniques

The discipline techniques listed below are suitable for use in all programs.

- Discuss behavior problem with the participant away from the group and immediately if possible.
- Use time out technique if inappropriate behavior continues.
 - Time out should be no more than 2 to 5 minutes out from the activity.
 - Time outs should be used as a time for participants to calm down and re-group before joining the group again.
 - A participant in time out should be away from the group, but still supervised by a staff person. However, a staff person should never be alone with a participant.

- Time outs are never a form of group discipline.
- Participants can be removed from activities for longer periods of time if they are a danger to themselves or others.
- Discuss the problem with the parent/guardian and ask for input on ways to manage the behavior.
- If the situation does not improve, contact a supervisor for assistance.

Unacceptable Discipline Techniques

The discipline techniques listed below are not suitable for use in all programs.

- Administering corporal punishment, such as push-ups, wall sits, running laps, hitting, standing participant in corner, etc, is not permissible under any circumstances.
- Do not use any form of discipline that might be considered cruel, degrading, humiliating or embarrassing.
- Verbal abuse and threatening of participants is not permitted. Do not say or do something negative to the participant and forbid the participant from mentioning your behavior.
- Never take away a participant's opportunity to eat snack or lunch, use the restroom, or get water.
- Inappropriate touching of a participant is strictly prohibited.
- Never use group discipline.

Note: As a city employee failure to abide by these techniques could result in suspension or termination and possible child abuse/neglect charges.

Documentation/Reporting Procedures

There are two different forms, each with a different purpose in regards to behavior management documentation. These forms are the Behavior Action Plan and the Incident Report.

The full-time staff should be notified if either report needs to be written.

All reports are to be completed by the program/camp director with input from the supervising counselor. If a report is written for a participant that is supported by Inclusion Services, input from the Inclusion Counselor should be considered when writing the report and the Inclusion Coordinator and/or SRS Director should be notified.

Whenever staff deems it necessary to catch, block, or physically assist a child in order to prevent harm to the child or others, an Incident Report is required to be completed and a Full-time Staff supervisor must be notified immediately. If the participant has an inclusion plan however, contact the Inclusion Coordinator and/or SRS Director first before proceeding with documentation.

Behavior Action Plan

The Behavior Action Plan works with the participant, program staff, and the participant's parent/guardian to hopefully correct the behavior before an Incident Report has to be used.

When filling out a Behavior Action Plan, follow the steps below:

- 1) Complete the Participant Information section of the form.
- 2) Complete the Behavior History section.
 - Document, in detail, where and when the behavior(s) occurred by listing the times of day, situations, and settings.
 - Document what behaviors are occurring.
 - List the action(s) taken by the staff to alter the behavior.
 - List possible reasons for the behavior.
- 3) Complete the Participant Behavior Plan section of the form.
 - Concentrate on one behavior and describe change that is achievable for that participant.
 - Discuss and suggest other acceptable behaviors that the participant might use instead.
 - Staff should discuss possible incentives that could reward the participant for making positive choices.
 - Discuss how staff can assist the participant to attain the behavior goal.
 - Document that the participant understands any incentives and/or consequences for his/her behavior.
- 4) Complete Parent/Guardian Discussion section. Discuss behavior with parent/guardian and ask for ideas to correct behavior and/or ways to avoid behavior in the future. Review the entire plan with the parent/guardian and provide a copy of the plan, if requested.
- 5) If the report pertains to a participant receiving inclusion services, a copy must also be sent to the Inclusion Coordinator and/or the SRS Director via fax 831-6470 or interoffice envelope immediately.
- 6) File plan with the participant's personal information for future use and give a copy to the Full Time Supervisor.
- 7) Review plan with participant if behavior continues.

Note: Ideally a Behavior Action Plan precedes an Incident Report. Behavior Action Plans may be implemented at any time no matter the number of Incident Reports written.

Incident Report

Incident Reports are used to document repeated inappropriate behavior(s) or for a severe offense, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. Any of the above mentioned behaviors may result in immediate suspension or expulsion from program.

The full-time staff with program/camp director input is required to write an incident report which involves a severe offense and participant expulsion. A Recreation Superintendent or Assistant Recreation Superintendent must approve a participant expulsion. A 2-day suspension may be utilized while the decision is being made. The full-time staff of the program is required to present this report to the parent/guardian.

When filling out an Incident Report, follow the steps below:

1. Complete the Participant Information section of the form.
2. Complete the Behavior of Participant section

- a. Check all behaviors that apply.
 - b. Under details describe the incident- description of incident should be thorough and detailed including information that led up to the incident, the incident itself, staff or other participant involvement etc.
 - c. Do not put the name of any other participant on the report.
3. Complete the Action Taken section
 - a. Check all actions that apply.
 - b. Under details describe how the situation was addressed and reaction of participant if applicable.
4. Have Program/Camp Director sign and date report.
5. If possible have full-time staff sign and date report before presenting to parent/guardian.
6. A copy of the report should be given to the parent/guardian the same day if possible.
7. Have parent/guardian sign and date report then give them a copy of the report.
 - a. Note: Report is valid even if parent/guardian refuses to sign report. (Please note Under Additional Comments section on form that parent/guardian refused to sign and that parent/guardian was made aware that the report is still valid).
8. **After** parent/guardian has signed/dated report and has been given a copy of the report, write any other pertinent information under Additional Comments section of report.
9. One (1) copy of the report stays at the program site and one (1) copy goes to Youth Programs Office, fax all Incident Reports to 831-6063. If the report pertains to an inclusion participant a copy must also be sent to the Inclusion Coordinator and/or the SRS Director via fax 831-6470 or interoffice envelope immediately.

First Incident Report

- This report should be written for:
 - Repeated behavior(s) that cannot be corrected by program staff with appropriate behavior techniques

Or

 - One-time severe offense
- A full 2-day suspension may accompany this report for severe offenses as stated above. Any participant suspension must be approved by the full-time staff first.

Second Incident Report

- This report should be written:
 - If the behavior documented in the first incident report is repeated

Or

 - A new behavior problem occurs by the same participant

Or

 - One-time severe offense
- A full 2-day suspension may accompany the report. Any participant suspension must be approved by the full-time staff first.
- The parent/guardian should be notified as soon as possible that the participant will be suspended for the next two full days. If behavior is severe, staff may require participant to be picked up within an hour of notifying parent/guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.
- Full-time staff is required to be notified before a second incident report is given to parent/guardian.

- After the second incident report is completed a Recreation Superintendent or Assistant Recreation Superintendent is to be notified.

Third Incident Report

- This report should be written:
 1. If the behavior documented in the first or second incident reports is repeated

Or

 2. A new behavior problem occurs by the same participant

Or

 3. One-time severe offense
- This report should be written only after all other resources are utilized (i.e. behavior techniques are not sufficient and the participant is requiring constant attention).
- All documentation of participant's behavior should be submitted to Recreation Superintendent or Assistant Recreation Superintendent for review.
- The full-time staff with program/camp director input is required to write this report. A Recreation Superintendent or Assistant Recreation Superintendent must approve a participant expulsion. A 2-day suspension may be utilized while the decision is being made.
- The full-time staff of the program is required to present this report to the parent/guardian.

Long Term Suspension Report-Year Round School-Based Programs Only

To be written after 2nd Incident Report if necessary-

This report is designed to serve as an incremental step before expulsion for Year Round program participants. Staff can use this step if the participant's behavior is improving and the parent/guardian is attempting to be cooperative by communicating with staff, reinforcing rules at home.

- This report is written on an Incident Report form and should be completed by program director and full-time staff member. A Recreation Superintendent must be made aware prior to using a Long Term Suspension. A 2-day suspension may be utilized to decide if Long Term Suspension is necessary.
- This report should be written if the behavior is repeated or new behavior problem occurs by the same participant. The suspension should be for 5-30 program days for all school programs in which the participant is enrolled.
- This step does not have to be used if the participant's behavior creates an unsafe situation for the program or if the parent/guardian is not supporting staff in making the situation better.
- A full-time staff must call parent/guardian when decision is made that a long term suspension report will be written.
- Have the full-time staff and the program director present when this report is given to the parent/guardian.
- Once completed, 1 copy stays at the program site; 1 copy goes to the parent/guardian; and 1 copy to Youth Programs Office, fax to 831-6063 for all incident reports.

General Guidelines for Staff Behavior with Participants

Staff DO:

- Supervise participants at all times.
- Always check and continue to monitor restrooms while participants are using them.
- Respect the privacy of participants during the times when they are using the restroom, changing clothes or showering.
- Kneel to the participant's level when speaking with a distressed participant.
- Always discuss behavior issues with the participant privately and away from the group.
- Always look for positive reinforcement opportunities.
- At all times show participants respect and be a good role model.
- Build assets and use multiple intelligences and appropriate developmental stages with participants.

Staff DO NOT:

- Do not touch a participant against their will (verbally/nonverbally expressed), unless it is to prevent harm to themselves or others.
- Do not tickle, wrestle with, or tease participants.
- Do not physically assist/pick up participants unless they are a danger to themselves or others.
- Whenever staff deems it necessary to catch, block or physically assist a child in order to prevent harm to the child or others an Incident Report is required to be completed and a Full-time Staff supervisor must be notified immediately. However if a participant has an inclusion plan, contact the Inclusion Coordinator and/or SRS Director.
- Do not lift, hold or carry participants, even when in the pool.
- Do not allow participants to sit in a staff person's lap.
- Do not share personal information or personal property with participants.
- Do not show favoritism or encourage crushes or romantic fantasies that participants may have about you, their friends or other staff.
- Do not give gifts to participants. If staff buys one participant a gift, staff must buy enough for every participant. This does not include prizes or incentives purchased by departmental staff.
- Do not show signs of affection toward other staff in front of participants.
- Do not deprive participants from a bathroom break, food or water.
- Do not share a bed, sleeping bag, or tent with a participant.
- Do not make negative comments that can lower a participant's self-esteem or comments that may be taken out of context and misinterpreted.
- When a participant acts out inappropriately, do not humiliate him/her by discussing the problem in front of other participants.
- Do not implement group discipline. Behavior should be discussed with the individual participant(s) causing the disruption.